

**Kutztown University of Pennsylvania**

# Department of Music

Student Handbook



**Spring 2025**

## Contents

I.	Introduction to the Kutztown University Department of Music .....	2
A.	Accreditation .....	2
B.	Mission and Goals .....	2
C.	Degrees Offered .....	3
D.	Admission Requirements .....	3
II.	General Information and Department Policies .....	3
A.	Fees .....	3
B.	Copyright Infringements .....	4
C.	Applied Music .....	4
i.	Applied Area .....	4
ii.	Senior Recital .....	4
iii.	Performer and Audience Etiquette .....	5
iv.	Semester Jury .....	6
v.	Department Accompanists.....	7
D.	Assessment and Exams .....	8
i.	Mid-Tier Assessment (B.S. in Music Education students only) .....	8
ii.	Piano Proficiency Exam .....	8
III.	Music Scholarships.....	10
IV.	Music Resources .....	10
A.	Rohrbach Library .....	10

## **I. Introduction to the Kutztown University Department of Music**

### **A. Accreditation**

The Kutztown University Department of Music is an accredited institutional member the National Association of Schools of Music (NASM) and the Pennsylvania Department of Education (PDE). It is in the College of Visual & Performing Arts and services both music major & non major students.

The Department offers performance experiences in large and small ensembles. These ensemble groups service the university community by providing music for concerts, recitals, and special university events.

### **B. Mission and Goals**

#### **Department of Music Mission**

The Department of Music at Kutztown University is dedicated to providing an outstanding education for aspiring musicians through a comprehensive and actively engaging curriculum. We cultivate artistic excellence and professional readiness by offering extensive experiences in students' chosen fields of study, supported by individualized mentorship from distinguished faculty. As a primary cultural resource for the region, we are committed to fostering creativity, inclusivity, and lifelong learning in a diverse and collaborative musical environment.

#### **Department of Music Goals**

##### **1. Prepare Students for Lifelong Success in Music**

To equip students with the knowledge, skills, and experiences necessary for careers in music education, performance, arts administration, and/or graduate studies—fostering academic excellence and lifelong learning through innovative teaching and mentorship.

##### **2. Enhance the Broader Student Experience Through Music**

To enrich the educational journey of non-music majors by offering inclusive, engaging, and diverse musical experiences that support student success, personal growth, and interdisciplinary learning.

##### **3. Serve as a Cultural and Civic Resource**

To contribute to the cultural vitality of the university and surrounding community by presenting student and professional performances, lectures, and outreach activities that promote civic engagement and artistic appreciation.

### **C. Degrees Offered**

The Department of Music offers the following music degrees:

- Masters of Education in Music Education
- Bachelor of Science in Music Education

- Bachelor of Arts in Music
- Bachelor of Arts in Music: Commercial
- Bachelor of Arts in Music: Performance
- Bachelor of Arts in Music: Music Business
- Minor in Music
- Minor in Audio Engineering
- Minor in Jazz Studies
- Minor in Music History
- Minor in Musical Theatre

In addition to the required University General Education courses, all degrees in music require a set of common core music courses. For complete degree requirements, please obtain the most current degree check sheet from the music office.

#### **D. Admission Requirements**

All prospective music students must apply and be accepted to both the University and the Department of Music. An audition is required to be admitted to the department. Auditions are generally held on identified Saturdays in December, January or February. Individual audition at a mutually agreeable time for the prospective student and faculty may be set up. For up-to-date audition schedule, please see the department website at <http://music.kutztown.edu>. Online audio or video auditions are accepted if the student lives if the distance of travel is prohibitive.

Prospective students are encouraged to contact the applied faculty in his or her instrument/area to discuss the audition requirements. Requirements vary by performance area. In general, you should be prepared to perform repertoire that best displays tone, technique, and general musicianship. The playing of scales and some sight-reading may be required.

## **II. General Information and Department Policies**

### **A. Fees**

The following fees are assessed to support the operations of the department.

Instrument locker rental	\$5 for Schaeffer, free in Old Main
Accompanist:	\$5 per 15 minutes, see section C(ix)

\*Students who wish to use instruments owned by the university will sign a contract agreeing to care for the instrument.

## **B. Copyright Infringements**

Students may not perform with a photocopied sheet music. The Department of Music is not responsible for any case of student copyright infringements. The student must purchase their own sheet music.

## **C. Applied Music**

### **i. Applied Area**

**Only one ensemble** per semester will count towards graduation requirements in the principle applied area.

Students must complete the required number of applied lessons in the major performance area to graduate. To maintain a music major status, students must receive a final semester grade of "C" or better in their major applied area. Any semester in which a student fails to receive a final semester grade of "C" or better will result in the student losing the status as music major, and will immediately need to declare a new major. Students may be granted a reaudition. Else, the Registrar's Office will identify the student as an Undeclared Major.

### **ii. Senior Recital**

Senior music majors must perform a recital and be enrolled in the 1 credit course MUS399 (Senior Recital). The jury in the semester prior to the recital will determine if the student is to deliver a culminating performance of 50 minutes for the public or of 25 minutes for the faculty.

- a. **Recital Repertoire:** Recital repertoire must demonstrate appropriate level of technical ability and musicianship. It should encompass a variety of styles, genres, and time periods as appropriate for the medium.
- b. **Recital Date:** The recital date will be scheduled in consultation and through the applied faculty and will be included in the Department of Music schedule of performances.
- c. **Recital Jury:** The jury in the semester prior to the recital constitutes as hearing for the senior recital. Students will not be allowed to play a recital jury without an accompanist.
- d. **Accompanist:** The student presenting a junior or senior recital is responsible for acquiring an accompanist. Please refer to Section C(ix) for more information regarding the use of staff accompanist.

- e. Recital Programs: The student must prepare a recital program booklet with program notes approved by the applied faculty. The program booklet must use department-approved student recital template. The booklet should be completed at least one week from the recital date so that there is sufficient time for printing by the university copy center.
- f. Recordings are completed for degree recitals in Schaeffer or the Georgian Room and made available electronically.
- g. Recital Attire: The recitalist and assisting recital musicians should dress in formal or semi-formal attire.
- h. Recital Publicity: Student is responsible for designing and printing posters to publicize the recital at least 2 weeks in advance.

### **iii. Performer and Audience Etiquette**

#### **As a performer**

- Always make sure that you are wearing the proper concert attire.
- Arrive at least 30-45min early so that you will be able to warm up your instrument and familiarize yourself with the hall.
- Ensure that your accompanist has a page turner if needed.
- If you are one of the performers in the concert or recital, stay for the entire concert to support your colleagues.
- Do not wear fragrance and sparkling accessories as it is a distraction to the audience and other performers.
- Be sure to turn off your cellular devices and leave them backstage.
- Take time to bow before and after your performance to acknowledge the audience's applause.

#### **As an audience**

- Always arrive early for a performance. This ensures that you are able to pick up a program and find a seat.
- Do not leave early.
- If it is a multi-movement work, applaud only at the end of the set.
- Never enter the hall during a performance. Wait between movements or applause and enter quickly and quietly to a seat close to the door.
- Unwrap your cough drops or candies before the performance.
- Do not talk or whisper during the performance – it can be heard.
- Turn off your cellular device and leave them in your pocket.
- Do not make/take phone calls, text, email, or surf the web during a performance.
- Do not take pictures, record audio or videos with your cellular device.

- Remove all hats, caps, and sunglasses at a performance as a sign of respect to the performer.
- Do not wear fragrance and sparkling accessories as it is a distraction to the audience and other performers.

#### iv. Semester Jury

Semester jury is the final exam for the applied lesson course. Music majors enrolled in applied lesson must perform a semester jury that is held during the exam week. Students that have successfully completed a senior recital are exempt from the semester jury. Jury for students minoring in music, or students enrolled in applied lessons as an elective (non-majors) is at the discretion of the faculty. Juries for music majors that have completed the required semesters of applied lessons are also at the discretion of the faculty.

It is the student's responsibility to work with the applied faculty and accompanist for a successful jury. The semester jury is a graded evaluation by the faculty. Jury comments are written on a jury report sheet. Following the jury, the applied faculty shares the evaluation information with the student.

- a. Jury Sheet – Prior to the jury, the student must obtain the jury sheet from the music office and complete a copy of the jury sheet to be brought to the jury exam. The jury sheet must list all materials studied during the semester. It is kept in the student's file.
- b. Jury grade – The jury score will count **no more than 20%** of the applied lesson grade for the semester. Students should refer to their applied lesson syllabus for additional information.

A double semester jury also serves as a recital hearing for students in preparation for their senior recital that is scheduled for the following semester.

v. **Department Accompanists**

Please contact the Department of Music Office for current contact information as accompanists are updated each year.

Shari Gleason-Mayrhofer <a href="mailto:sharigm@gmail.com">sharigm@gmail.com</a>	Atsuko Egawa <a href="mailto:egawaatsuko@hotmail.com">egawaatsuko@hotmail.com</a>
---	--

Student accompanists and outside accompanists are also able to be utilized. Students must contact their accompanist as soon as the assigned semester repertoire has been purchased. It is **strongly recommended** that students provide their music to the accompanist no later than **one month** prior to a scheduled performance. Inform the accompanist the details of the performance (date, time, and venue). Students in preparation of a senior recital are recommended to provide all recital music to the accompanist **no later than 6 weeks** prior to the recital jury (semester jury).

If music was not provided timely, the accompanist has the right to decline your request. It is the student's responsibility to provide music to the accompanist on time. The student is responsible for scheduling rehearsals with the accompanist. The student should also check with the applied faculty to set up coaching with the accompanist. The accompanist may inform the applied faculty if the student is repeated tardy or fail to attend scheduled rehearsals.

**Accompanist Costs:**

It is a positive sign that the number of students utilizing our staff accompanists have increased. Unfortunately, due to budget constraints, the funds for staff accompanists have not. In fact, there is no directed budget line for staff accompanist fees. The staff accompanists are paid directly out of the Department of Music's general operating budget. To be able to continue essential department operations, students are expected to contribute \$5 for each 15 minute rehearsal increment and the Department of Music will continue to subsidize the remainder of the accompanists' fees. In addition the following has been developed as a guide the maximum time for accompanist use:

- Preparation for Jury – 1 Hour
- Preparation for Student Recital – 1 Hour
- Preparation for Mid-Tier Evaluation – 1 Hour
- Preparation for Recital Approval Jury – 2 Hours
- Preparation for Senior Instrumental Recital – 3 Hours
- Preparation for Senior Vocal Recital – 4 Hours



Students are expected have familiarized and learned the piano part ahead of time by listening and practicing with recordings or SmartMusic. It is also helpful that students write any relevant cues from the piano score in their music. Students are encouraged to make a copy of the piano part for practice study.

## **D. Assessment and Exams**

### **i. Mid-Tier Assessments (Music Education)**

The Mid-Tier Assessment takes place on the 4<sup>th</sup> semester of study. On the 4<sup>th</sup> semester, students apply for admittance to the College of Education as a teacher candidate. The Mid-Tier Assessment ensures the student's preparedness in the following areas:

- c. Academic progress
- d. Progress in major applied area
- e. Completion of required Observation and Pre-Teaching hours, and maintenance of a minimum 3.0 GPA
- f. Writing ability
- g. Piano skills
- h. Overall disposition in relationship to teaching

The assessment includes the following:

- i. A short essay on a select topic
- ii. Prepared piano piece
- iii. Short performance on your applied area (with accompanist) in a Student Recital or Performance Lab
- iv. Interview with faculty
- v. Provide evidence of the completion of required Observation and Pre-Teaching hours, and maintenance of a minimum 3.0 GPA.

The student is evaluated using rubrics designed and approved by the Department of Music and the College of Education. If the student was unsuccessful in its entirety or several areas, a remediation plan is put in place. Unsuccessful post remediation students will be counseled to switch to a B.A. degree plan or transfer into another academic degree.

### **ii. Piano Proficiency Exam**

Students are strongly encouraged to complete the piano proficiency examination by the **fourth semester** of enrollment. In order to do so, students are advised to be enrolled in class or studio piano as a Music Elective until the proficiency is passed. B.A. Music: Music Business students are not required to complete a piano proficiency.

The piano proficiency will be offered twice each semester during once the final

exam week. Students have unlimited attempts to pass the proficiency.

**Note: Students must pass the piano proficiency examination prior to requesting a placement for Clinical Experience. There are no exemptions allowed.**

The following are requirements for students in the B.A Music degrees:

- All major and minor scales, 2 octaves, hands together at metronome marking of quarter note = 76
- All major and minor scales, 2 octaves, hands together at metronome marking of quarter note = 76
- Primary chord progressions in all keys (I/i IV/iv V I/i)
- Prepared piece from the Piano Proficiency repertoire list or equivalent, as determined by a member of the piano faculty

The following are requirements for students in the B.S in Music Education degree program.

- Major Scales: Students will play all of the major scales, two octaves, hands together in parallel motion, performed at a metronome marking of quarter note = 63, two notes per beat.
- Minor Scales: Students will play all of the minor scales, two octaves, hands together in parallel motion performed at a metronome marking of quarter note = 63, two notes per beat.
- Cadences: Students will play the I, IV6/4, I, V6/5, I cadence in all of the major and minor keys.
- Harmonization: Students will harmonize a symbol-free melody at sight, using at least the primary chords.
- Patriotic Songs: Students will play the following patriotic songs from memory: *Star Spangled Banner* in the keys of Bb and Ab, *America the Beautiful* in the keys of C and Bb, and *America* in the keys of F and Eb.

### **III. Music Scholarships**

Music scholarships are awarded to students from all majors who **participate in music ensembles at** Kutztown University. Music majors are given priority consideration. Some scholarships are awarded for multiple years. Applicant's materials are reviewed for all available scholarships that also meet the selection criteria.

The following scholarships are awarded to students:

- The Mamie Afflerbach Music Scholarship
- Department of Music Scholarship
- Marth L. Hafer Scholarship for Jazz Studies
- The Dorothy S. Barbera String Scholarship
- The Reid F. Lessig Scholarship of Bands
- The Earl L. Mayberry Music Scholarship
- The Edwin Schatkowski Music Scholarship
- The Esther F. Smith Piano Scholarship
- The Rudolf and Flora M. Wertime Music Scholarship
- The R.G. Wells Jazz Band Scholarship

To maintain the scholarship award, students are expected to:

- Maintain a minimum cumulative 3.00 GPA
- Enroll in applied music courses
- Participate in performing music organizations such as concert band, wind ensemble, choir, marching unit, orchestra or jazz band and/or
- Participate in performing music ensembles such as brass, percussion, woodwind, vocal, and string ensemble
- Any additional conditions as outlined in the award letter.

### **IV. Music Resources**

#### **A. Rohrbach Library**

Available to the music student are the holdings in the Rohrbach Library, which include printed music, audio recordings, video tapes of performances and other relevant topics, and an extensive research collection.